

Statement of Deficiencies

1103-A-E: Critical Incidents and Required Notification

Not Met

1103-A-E: An early learning center shall make immediate notification to emergency personnel, law enforcement as applicable, and other appropriate agencies for the following types of critical incidents involving children in care:

1. death;
 2. serious injury or illness that required medical attention;
 3. reportable infectious diseases and conditions listed in LAC 51.II.105; and
 4. any other significant event relating to the health, safety, or well-being of any child, including but not limited to a lost child, an emergency situation, fire or other structural damage, or closure of the center.
- B. The parent shall be contacted immediately following any immediate notifications made under Subsection A.
- C. The Licensing Division and other appropriate agencies shall be notified via email within 24 hours of the incident.
- D. The Licensing Division shall be notified by written report within 24 hours of the incident or the next business day. This written notification shall be made on the Licensing Division's Critical Incidents Report Form and shall contain all information requested on the form.
- E. Reporting deadlines may be adjusted in the event of a natural catastrophe and/or disaster, as determined by the Department.

Finding:

1103-A-E Based on record review: The center failed to immediately notify the Parent of the following critical incident On 9/6/17 the center failed to put C1 and C2 on the center bus for school and S10 had to take them to school in her personal car. The center failed to notify within 24 hours of the incident the Licensing Section and other appropriate agencies of the following critical incident :The center should have contacted the Licensing Division by e-mail within 24 hours of the incident (9/8/17). The center should have completed and submitted the Licensing Division Critical Incident report no later than the closed of business on 9/9/17 of the incident that occurred on 9/6/17.

1501-A: Operations

Not Met

1501-A: A center shall operate within the licensed capacity, age range, hours of operation and other specific services designated on its license.

Finding:

1501-A Operations: Based on observations: S1 did not notify the Licensing Division prior to making changes that had an effect on the license as the provider is utilizing indoor space that was not previously approved by the Licensing Division. On 9/25/17 during the inspection the Specialist observed S2 and two infants were in the office space of the center which is not apart of the center's licensed space.

1719-C: Orientation Training - Transportation staff

Not Met

1719-C: All staff members responsible for transporting children shall receive additional orientation training in the following areas prior to assuming their transportation duties:

1. transportation regulations, including the modeling of how to properly conduct a vehicle passenger check and demonstration by staff to director on how to conduct a vehicle passenger check;
2. proper use of child safety restraints required by state Law;
3. proper loading, unloading, and tracking of children as required by state law;
4. location of first aid supplies; and
5. emergency procedures for the vehicle, including actions to be taken in the event of accidents or breakdowns.

Finding:

1719-C Based on record review: The center lacked documentation that 1 of 1 staff, S10, of staff members that are responsible for transporting children received additional orientation training prior to assuming their transportation duties. On 9/25/17 during inspection the Specialist observed that S10 failed to have transportation orientation training for S10 for prior to her transporting C1 and C2 on 9/6/17.

2101-A.1: Transportation Arrangement Conforms to State Laws

Not Met

2101-A.1: Transportation arrangements shall conform to all state laws, as amended, including but not limited to those requiring the use of seat belts and child restraints.

Finding:

2101-A.1 Transportation Arrangement Confirms to State Laws: Based on record review/interview(s): S5's transportation arrangements did not conform to state laws, including seat belts and child restraints as evidenced by on 9/25/17 during inspection the Specialist was informed during interview by S5 that she took C1 and C2 to school in her personal vehicle on 9/6/17. Upon review of S5's vehicle it was observed that S5's registration had expired in April of 2017 and does not conform to state laws.

Statement of Deficiencies

2103-A: Parental Authorization

Not Met

2103-A: Written authorization shall be obtained from a parent to transport a child on a regular basis. Such authorization shall include the name of the child, the type of transportation (to and from school, to and from home) and the names of individuals, schools, or other entities to whom the child may be released.

Finding:

2103-A: Parental Authorization: Based on record review: In 2 of 2 children's files reviewed the center did not maintain signed parental authorization to transport a child on a regular basis. On 9/25/17 during inspection during the Specialist observed that the center failed to maintain C1 and C2 parental authorization for daily transportation.

2103-F: Passenger Transportation Log

Not Met

2103-F: Passenger Log

1. A current passenger log for each trip shall be used to track children and staff during transportation.
2. The log shall be maintained on file at the center and a copy shall be provided to the driver or monitor.
3. The following shall be recorded in the passenger log:
 - a. date the transportation is provided;
 - b. name of the child;
 - c. name of driver and staff members;
 - d. pick up and drop off locations;
 - e. time child was placed on the vehicle;
 - f. time child was released and name of the person or entity to whom child was released; and
 - g. signature of staff person completing the log.

Finding:

2103-F: Passenger Transportation Log: Based on record review: The Center's current Passenger transportation log provided to the Specialist on 9/25/17 completed by the driver was incomplete as it did not include pick up and drop off locations, time child was placed on the vehicle, time child was released and name of the person or entity to whom child was released, signature of staff person completing the log. On 9/25/17 the Specialist reviewed the center's passenger transportation log for 9/6/17 and it failed to have documentation that C1 and C2 were transported to school by S10. The record did not indicate C1 and C2's arrival time to JI Barron Elementary School or a departure time to the center on 9/6/17.

2107.A.1-2: Visual Check of Vehicle

Not Met

2107.A.1-2: A visual passenger check of a vehicle is required to ensure that no child is left in the vehicle.

1. A staff person shall physically walk through the vehicle and inspect all seat surfaces, under all seats, and in all enclosed spaces and recesses in the interior of the vehicle.
2. The staff member shall record the time of the visual passenger check and sign the log, indicating that no child was left on the vehicle.

Finding:

2107.A.1-2 Visual Check of Vehicle: Based on record review: The center failed to have documentation that the driver (S10) checked the vehicle at the completion of each trip as evidenced by 9/6/17 passenger transportation log that failed to show documentation of visual check of S10's vehicle after dropping C1 and C2 at JI Barron Elementary School on 9/6/17.